

TEETHING and DIAPER RASHES

Children commonly begin to teeth between 4–8 months of age. If you would like your child to receive Tylenol for teething discomfort, please contact the Pediatric clinic so they can prepare a note. The clinic can fax the notes directly to us at 884-6664/6771. Infants also frequently experience diaper rashes during their first two years (sometimes in conjunction with teething). We may apply diaper ointments once the parent/guardian completes the annual diaper ointment permission form and provides an unopened tube of the ointment to the classroom. Please see the medication administration section of this handbook for more details on administering medications in the CDP. Nystatic and other medicated creams must have a doctor's not or prescription.

BOTTLES and INFANT FEEDING

The CDP offers two types of formula for children entering our program. Currently, they are Nestle's Good Start with Iron and Nestle's Soy. If you would like us to prepare bottles for your child, please bring a full set of bottles. We will prepare bottles in the morning. Parents need to bring in one set of bottles each day. Bottles may only be used for one feeding. Jar food will be offered as children become ready.

PARENTAL SUPPLY ITEMS:

Parents are requested to supply the following items for their child's daily care:

- Diapers
- Wipes
- At least 3 changes of clothing
- Signed sunscreen permission form (if parent would like it applied)
- Toothbrush and tooth paste (1yr olds and older)
- Closed toe shoes (for health and safety reasons)
- INFANTS: a set of bottles labeled with child's name and date they will be prepared for child's use.



STAFF QUALIFICATIONS

All AF Child Development Programs are inspected annually unannounced by the DoD. The program also undergoes several unannounced base comprehensive inspections to ensure operational compliance. All employees that work with children must successfully complete the following:

- Local Agency and National Background Checks
- New Employee Orientation and 24 hours annual training to include positive guidance, appropriate touch, child abuse reporting and identification
- CPR and First Aid within 6 months of employment and completion of 15 training modules within 18 months of employment
- Many staff members have achieved a Child Development Associate (CDA) Credential. The CDA certifies the training, qualifications and demonstrated skills in child development
- Many of our classroom leads and some of our classroom staff have completed Associate and Bachelor's Degrees in Early Childhood or related fields

Child Development Center Main

108 McMillan Street Bldg 90353
Telephone (850) 884-6664

Child Development Center East

133 Leilmanis Dr Bldg 91168
Telephone (850) 881-1260

Child Development Center West

10 Weaver St Bldg 90306
Tentative opening late spring 2012

HOURS OF OPERATION:

Monday–Friday
6am–5:30pm

Closed all Federal Holidays

Visit us online at

<http://www.myhurlburt.com/pages/cdc.html>



Child Development Program

INFANT Quick Information Pamphlet



Welcome,

The Hurlburt Field Child Development Program (CDP) would like to welcome you and your family to our programs. Our program offers developmental care for children from 6 weeks – 5 years of age. We hope your tour at Hurlburt Field will be a great one! We, your Force Support Family, look forward to being of service to you and your loved ones. The CDP provides child care services to assist active duty, reserve, civilian, and contractors to meet their obligations to the Air Force. The director and staff are committed to providing quality and developmentally appropriate child care. The CDP is accredited by the National Association for the Education of Young Children (NAEYC). Parents are welcome to visit their children at any time.

Feel free to join or attend the Parent Advisory Board (PAB) which meets quarterly and consists of parents of children enrolled in the CDCs, Youth Center (YC), and Family Child Care (FCC). The PAB provides a wonderful opportunity for parents to be involved first hand in their child's formative years. The purpose of the PAB is to increase parent involvement in the program and activities that directly affect your children. We also offer a yearly calendar of events of the entire program.

The CDC calendar lists all of the scheduled PAB meetings and much more. We look forward to serving your family with your child care needs in the future. Remember, parents are welcome at the center at any time. We welcome suggestions on ways to improve our service to you and your family.

OUR MISSION

Our programs must meet the needs of the military community with its "ready in a minute" lifestyle by creating a place for children that is solid in its' philosophy and developmentally appropriate practices by providing security to children and families who may live in a less than secure world.

GOALS

- Foster positive identity and a sense of emotional well being
- Enhance social skills
- Encourage children to think, reason, question, & experiment
- Promote language and literacy development
- Build physical development and skills
- Support sound health, safety, and nutritional practices
- Advance creative expression, representation, & appreciation for the arts
- Appreciate and respect cultural diversity
- Develop initiative and decision-making skills

HURLBURT AIRMEN & FAMILY SERVICES FLIGHT CHILD DEVELOPMENT PHILOSOPHY AND GOALS

The practices of the Air Force Child Development are based on current knowledge of child development and early childhood education. We are responsible for supporting the development of the whole child, meaning all areas of development are considered inter-related and equally important. Our program acknowledges that children learn through active, hands-on involvement with their environment, peers, and caring adults. We respect each child's unique interests, experiences, abilities, and needs, thus allowing us to be responsive to and appropriate for each child. Children are valued as individuals, as well as part of a group. Likewise, our program respects and supports the ideals, cultures, and values of families in their task of nurturing children. We advocate for children, families, and the early childhood professions within our programs.

Waiting List Information

To place your child on our waiting list, please bring a completed DD Form 2606, DoD Request for Care Record with a copy of the sponsor's orders to the CDC. You may also fax the forms to commercial number 850-884-6937 or DSN 579-6937 or CDC East at commercial number (850) 881-1263 or DSN 579-1263. ATTN: Resource and Referral. Waiting list times vary by age group. Feel free to call the center for specific information. Once a parent is notified of a space for their child, they have 24 hours to accept or decline. If the parent fails to respond within 24 hours, we will offer the space to the next child on our waiting list.

ENROLLMENT REQUIREMENTS

To enroll your child in any of our programs, please provide the following:

- DD Form 2652
- Most current LES or pay statement
- Up to date shot records
- Completed AF Form 1181
- Hurlburt CDC Weekly/PDVPK Agreement
- Completed Sunscreen and Diaper Ointment Permission form (annually)
- Completed USDA Hours of Attendance form
- Information regarding any allergies or special needs of child(ren)
- Completed physical
- AF Form 357 for dual and single military parents



INFANT INFORMATION

Because of the unique needs of infants, we offer additional guidelines to ensure a smooth transition to group care for you and your child. Infants are more fragile than the older age groups. To ensure their health and well being, we have implemented some procedures to minimize the health and safety risks associated with group care environments.

CLASSROOM HEALTH AND SAFETY

To minimize the amount of dirt and germs entering our classrooms (especially on the floors where the children spend a large portion of their day), all adults are required to remove their shoes or wear shoe covers when entering the classrooms. We also ask that parents wash their children's hands on arrival. There are sinks, soap and paper towels available in all classrooms. We will ensure all carpets are cleaned monthly (and spot cleaned as necessary for daily spills).

DAILY SCHEDULE

Infants are beginning to explore and learn about their world. In our infant classrooms, the children may spend part of the first hour in another classroom until the majority of their class arrives. Because of the individual schedule of each child, we ask that all children arrive at the center ready for the day in a clean diaper and recently fed. The kitchen staff prepare the bottles for infants on arrival. There are times when it can take up to an hour for bottles to be completed. If you are unable to feed your child before drop off, please provide one bottle ready made so we can ensure your child is fed as soon as they are hungry.

DIAPERING and SPARE CLOTHING

All children's diapers are checked hourly and changed when the diaper is soiled or wet. There are days when an infant may go through 10-15 diapers. Please check with the child's classroom staff frequently to determine when you need to replenish diapering supplies and changes of clothing. The staff in your child's room may need to change the child's clothes for a variety of reasons. While we do have some spare sets of clothing, we do recommend at least 3 changes of clothes to be kept at the center for accidents.

